

Town Meeting Coordinating Committee, Subcommittee #1
Meeting of Tuesday, August 24, 2010
Town Hall, Romer Room

Attendance: Adrienne Terrizzi, Rob Crowner, Mary Streeter. Guests: Sue Audette (Town Clerk's office), Kris Pacunas (IT department), Aaron Hayden.

1. Call to order: Adrienne calls the meeting to order at 2:35pm.

2. Reports of town staff: Adrienne states that she was told by Judith Arcamo that the Select Board/Town Manager's office is not involved in the production of tally cards or administration of voting at Town Meeting.

Sue provides the following information regarding tally vote costs:

- Sue is entirely responsible for preparing, printing, and assembling tally cards before each session, which takes about 1½ to 2 hours.
- Following each session, Sue spends 2½ to 3 hours and Pat spends ½ hour to 1 hour recording attendance, sorting tally cards, and preparing a report for one tally vote. Additional votes require about ½ hour each.
- Card stock is purchased as needed and needs depend on the number of sessions.
- The cost of card stock has almost doubled, from \$0.046 per sheet in November 2005 to \$0.09 per sheet in November 2009, possibly due to lower supplier inventory in a down economy.
- A toner cartridge costs about \$150, but it is not known how many copies it is good for.
- Two temporary employees are hired at \$8.50 per hour for each session to check in TM members; one for 2 hours, the other for 2½ hours.

Kris provides the following information regarding tech support for Town Meeting:

- When the question of electronic voting was previously examined, it was determined that overall staffing costs would be about the same.
- IT support is already provided at each session of Town Meeting, with three laptops and various other equipment always in use.
- Recent equipment costs have included \$600 for cable, \$3000 for a projector bulb, \$200 for a switcher, and \$2500 for an overhead projector.
- Purchasing handheld devices that display the user's vote would eliminate the need for a second screen and projector to show both motion and recorded votes.
- Batteries can be expected to last for an entire year and should not have to be replaced between or during sessions.
- Technology provides the benefits of speed and increased productivity for a one-time investment, estimated to be \$20-25,000.
- Funding may be secured by means of a capital request from the IT department. It would compete with other technology requests and ultimately all of the capital needs of the town for funding, and shouldn't be compared to the current costs of Town Meeting.
- Handheld remotes may need to be replaced about every five to ten years, at an estimated cost of \$7500-\$10,000.

Kris supports the use of electronic voting technology and volunteers to advocate for it at JCPC and Town Meeting. Since he will be responsible for managing whatever system is in place, he will investigate the available options and provide a recommendation to TMCC. Cost-effectiveness will be a priority. For a purchase of less than \$25,000 only three quotes are required rather than an open bidding process. The opportunity to break into the town governmental market may serve to attract low quotes.

8. Adjournment: The meeting is adjourned at 3:24pm.

Respectfully submitted,
Rob Crowner

Documents provided:

1. agenda
2. minutes of August 12 meeting
3. notes on costs compiled by Sue Audette